



April 27, 2022

Eric Hilton
Facilities Project Manager
Guilford County Government
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RE: Guilford County Facilities Repairs 2022
WGI Proposal No. R1-21-082.02

Eric,

WGI is pleased to submit this proposal to provide professional engineering and architectural services to assist Guilford County with the repairs of two of their facilities.

PROJECT UNDERSTANDING

As a continuation to our engineering condition assessments provided in December 2021, it is our understanding that Guilford County would like WGI to develop and oversee the recommended repair program for the following facilities:

- BB&T Parking Deck ("Project A")
- Government Plaza & Parking Deck ("Project B")

SCOPE OF SERVICES

We propose the following scope of services, as defined in the following four tasks.

Task 1 – Design Development

- Establish communication channels for the project. Juan D. Sanchez, as Project Manager, will be our main point of contact to provide Guilford County with a single source of communication.
- Conduct meetings with appropriate Guilford County representatives to review the scope, schedule, and goals of the project to ensure that the necessary aspects of the repair process are included. We assume a maximum of 3 in person site meetings, and as many telephone or web conference meetings as necessary and as defined by the County.
- Review anticipated deliverable dates including progress sets for the of construction documents.
- Discuss availability of existing documentation for the different facilities/structures.
- Coordinate scope of work with subconsultants (BBFoster, Stewart).
- Conduct progress owner review meetings and design progress meeting with Guilford County, as necessary and as defined by the County. Confirm specific project requirements for construction control, phasing, and safety.



- Review existing documentation including original design drawings, engineering reports, previous inspections, repairs, and other documents, as available and pertinent to each facility/structure, to familiarize ourselves with the general layout, construction, and repair/maintenance history.
- Confirm dimensions and limits of existing features that may will required that modification.
- Review limitations and phasing of construction to minimize disruption to the facility's operation.
- Review the facility's requirements that may affect construction such as noise restrictions, dust and fume control, vibration restrictions, phasing, work hours, security.
- Review County requirements for the plaza design such as incorporating and maintain existing features.
- Prepare preliminary repair, waterproofing and landscape (when applicable) drawings for both projects (A, and B). We assume submitting a 65% progress set for this task.

In addition to the scope described above, for projects B (Government Plaza & Parking Deck), we will provide the following services:

- Prepare Landscape and hard renderings for the County to review and approve prior to moving to task 2 (Construction Documents Preparation).

Task 2 – Construction Document Preparation

The Construction Documents will be based on the December 2021 engineering condition assessment reports, agreed project scope, phasing, budget objectives, and client input. Specifically, we will provide the following services:

- Prepare final construction drawings for both projects (A, and B) inclusive of title sheet, general notes, repair plans, and appropriate repair and waterproofing details. The construction documents will be sealed by a design professional from the State of North Carolina and will incorporate all the necessary requirements to obtain a construction permit from the City or County.
- Prepare final plan drawings that show locations of all repair items for areas being repaired. The documents shall include barricade limits, phasing, schedule requirements, and parking space impacts related to this project.
- Incorporate front-end contractual (from the county) and technical specifications to complete the work. These specifications will include recommended materials, preparation requirements, warranty requirements, and installation requirements.
- Submit required progress sets for owner's review. We assume submitting a 90% progress set prior to issuing the 100% set to potential bidders.



In addition to the scope described above, for projects B (Government Plaza & Parking Deck), we will provide the following services:

- Prepare Landscape plans/drawings, calculations, and details for the areas being repaired.
- Prepare hardscape plans/drawings, calculations, and details for the areas being repaired.
- Prepare irrigation plans/drawings, calculations, and details for the areas being repaired.
- Prepare electrical plans/drawings, calculations, and details for the areas being repaired.
- Prepare plumbing plans/drawings, calculation, and details for the areas being repaired.

Task 3 – Bidding

During this phase we will assist in the bidding process and evaluation of contractor bids. Specifically, we will perform the following services:

- Assist in soliciting the work to qualified contractors.
- Assist the County in finding qualified MWBE prime-contractors or sub-contractors.
- Assist the County with MWBE targeted goals.
- Assist the County with early outreach of qualified MWBE prime-contractors or sub-contractors.
- Assist and attend a pre-bid conference, be available to respond to contractors' questions, and if necessary, issue project addenda.
- Provide a bid comparison spreadsheet and a certified bid tab.
- Assist in the evaluation of contractor bids and provide our comments and recommendations.
- Provide value engineering, if required, to meet budget constraints.

Task 4 – Construction Administration

Our construction administration fee is based on the following construction durations:

- BB&T Parking Deck (Project A): **3 to 4 months**



- Government Plaza & Parking Deck (Project B): **9 to 10 months**

4.1 - Construction Administration - Office

During this phase, we will assist in coordinating project related activities in the office during construction. Specifically, we will perform the following services:

- Coordinate with the permit office and work closely with the selected contractor to get a permit issued.
- Review contractor's materials submittals, and procedural submittals.
- Prepare field reports for each site visit to document any discrepancies and provide updates for the work in progress.
- Review contractor's pay requests and assist in documentation of construction quantities where unit pricing is used.
- Review construction change directives and change orders as necessary.
- Review and approve warranty information provided by the contractor.
- At substantial completion, prepare, distribute, and update a punch list of deficiencies for the contractor's use.
- Provide a record set of drawings upon project completion. The record set of drawings will be based on the as-built drawings submitted by the contractor.

4.2 - Construction Administration – Field

During this phase, we will assist in coordinating project related field observations of the construction. Specifically, we will perform the following services:

- Conduct an on-site pre-construction meeting with the contractor and the client to review and discuss issues related to the construction phase including staging, phasing, schedules, closures, parking space impacts. A separate pre-construction meeting will be held for each project.
- Provide periodic site visits to review the repairs with respect to the general conformance of the contract documents. We will assist in observing and recording the restoration work progress and verify that, in general, the work complies with the intent of the plans and specifications. We assume a maximum of 2 site visit per month for project A and a maximum of 3 site visits per month for project B.



- Answer contractor's questions and resolve unforeseen field conditions that arise. Prepare additional details, supplemental instructions, bulleting, and CCDs, as necessary.
- Walk the work areas with the contractor prior to each phase to review all repair locations.
- Conduct a monthly periodic progress meetings with representatives of the contractor and client to coordinate work schedule and maintain project communication by providing meeting minutes.
- Review completed work and document items for monthly payment.
- Measure and verify repair quantities for each work item. Track project costs and communicate with the owner's project manager.
- Make a final inspection (used to create a punch list) with the Owner, and contractors, as necessary.

EXCLUSIONS:

- Special inspection services are not covered under our services.

PROPOSED SCHEDULE

Refer to our proposed schedule on the next page

Guilford County Projects Schedule Draft

ID	Task Name	Duration	Start	Finish	May 2022											
					/17	4/24	5/1	5/8	5/15	5/22						
					T	TFSS	T	TFSS	T	TFSS	T	TFSS	T	TFSS	T	
1	Proposal Submission	4 days?	Tue 4/19/22	Fri 4/22/22												
2	Contract Generation, Review and Acceptance	3 wks?	Mon 4/25/22	Fri 5/13/22												
3	BB&T PARKING DECK (PROJECT A)	26 wks?	Mon 5/16/22	Fri 11/11/22												
4	Design Development	2 wks?	Mon 5/16/22	Fri 5/27/22												
5	Construction Documents	3 wks?	Mon 5/30/22	Fri 6/17/22												
6	Bid Process	3 wks?	Mon 6/20/22	Fri 7/8/22												
7	Award, Contract, & Mobilization	3 wks?	Mon 7/11/22	Fri 7/29/22												
8	Construction Administration	13 wks?	Mon 8/1/22	Fri 10/28/22												
9	Close Outs	2 wks?	Mon 10/31/22	Fri 11/11/22												
10	GOV'T PLAZA & PARKING DECK (PROJECT B)	71 wks?	Mon 6/6/22	Fri 10/13/23												
11	Design Development	8 wks?	Mon 6/6/22	Fri 7/29/22												
12	Construction Documents	11 wks?	Mon 8/1/22	Fri 10/14/22												
13	Bid Process	4 wks?	Mon 10/17/22	Fri 11/11/22												
14	Award, Contract & Mobilization	6 wks?	Mon 11/14/22	Fri 12/23/22												
15	Construction Administration	39 wks?	Mon 12/26/22	Fri 9/22/23												
16	Close Outs	3 wks?	Mon 9/25/23	Fri 10/13/23												
17	HIGH POINT PLAZA & TUNNEL (PROJECT C)	67 wks?	Mon 6/20/22	Fri 9/29/23												
18	Design Development	6 wks?	Mon 6/20/22	Fri 7/29/22												
19	Construction Documents	13 wks?	Mon 8/1/22	Fri 10/28/22												
20	Bid Process	4 wks?	Mon 10/31/22	Fri 11/25/22												
21	Award, Contract, & Mobilization	6 wks?	Mon 11/28/22	Fri 1/6/23												
22	Construction Administration	35 wks?	Mon 1/9/23	Fri 9/8/23												
23	Close Outs	3 wks?	Mon 9/11/23	Fri 9/29/23												

Project: Guilford County Facilities Rep
Date: Fri 4/22/22

Task

Milestone



External Tasks

Split



Summary



External Milestone



Progress



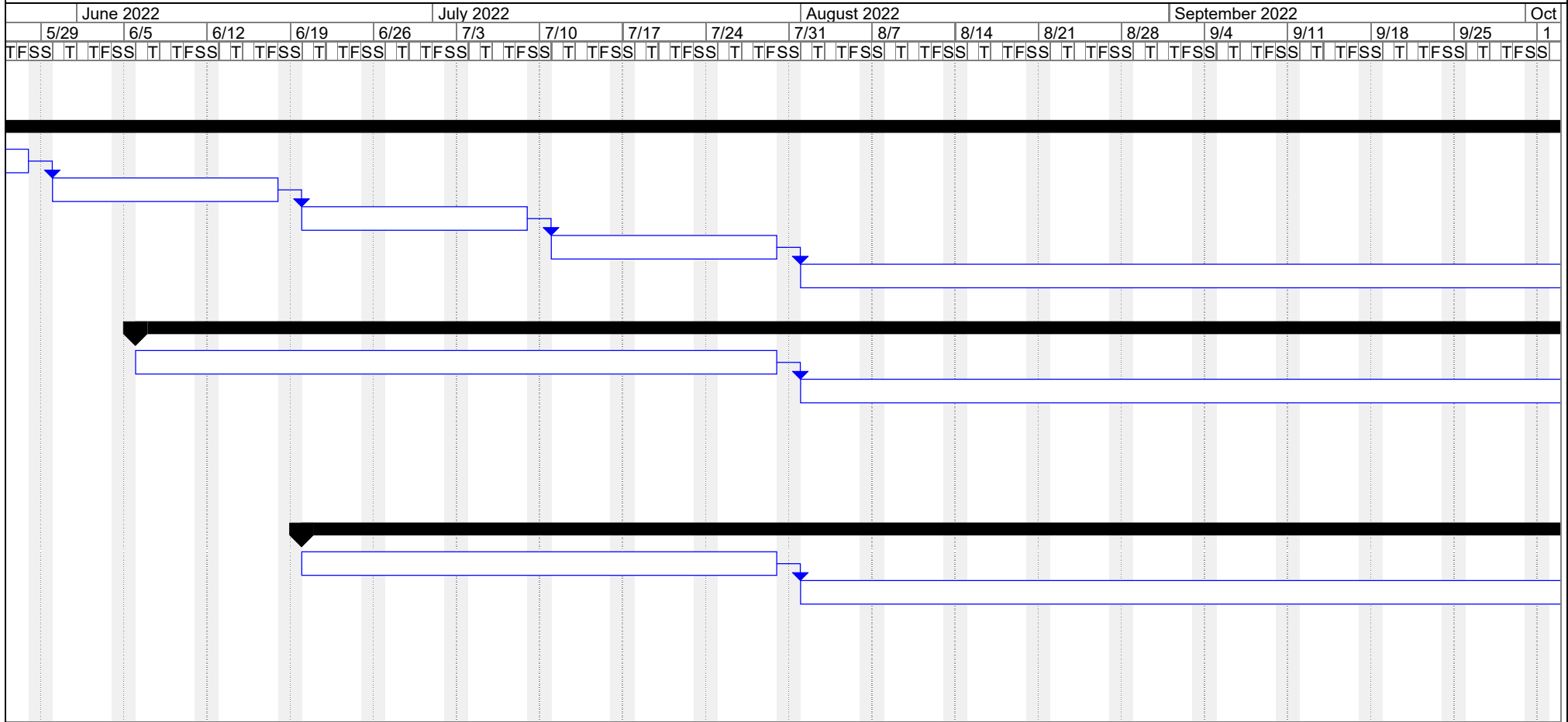
Project Summary



Deadline



Guilford County Projects Schedule Draft



Project: Guilford County Facilities Rep
Date: Fri 4/22/22

Task



Split



Progress



Milestone



Summary



Project Summary



External Tasks



External Milestone



Deadline



November 2022						December 2022						January 2023				February 2023			
2	10/9	10/16	10/23	10/30	11/6	11/13	11/20	11/27	12/4	12/11	12/18	12/25	1/1	1/8	1/15	1/22	1/29	2/5	
T	TFSS	T	TFSS	T	TFSS	T	TFSS	T	TFSS	T	TFSS	T	TFSS	T	TFSS	T	TFSS	T	TFSS

Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	

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Task 

Split 

Progress 

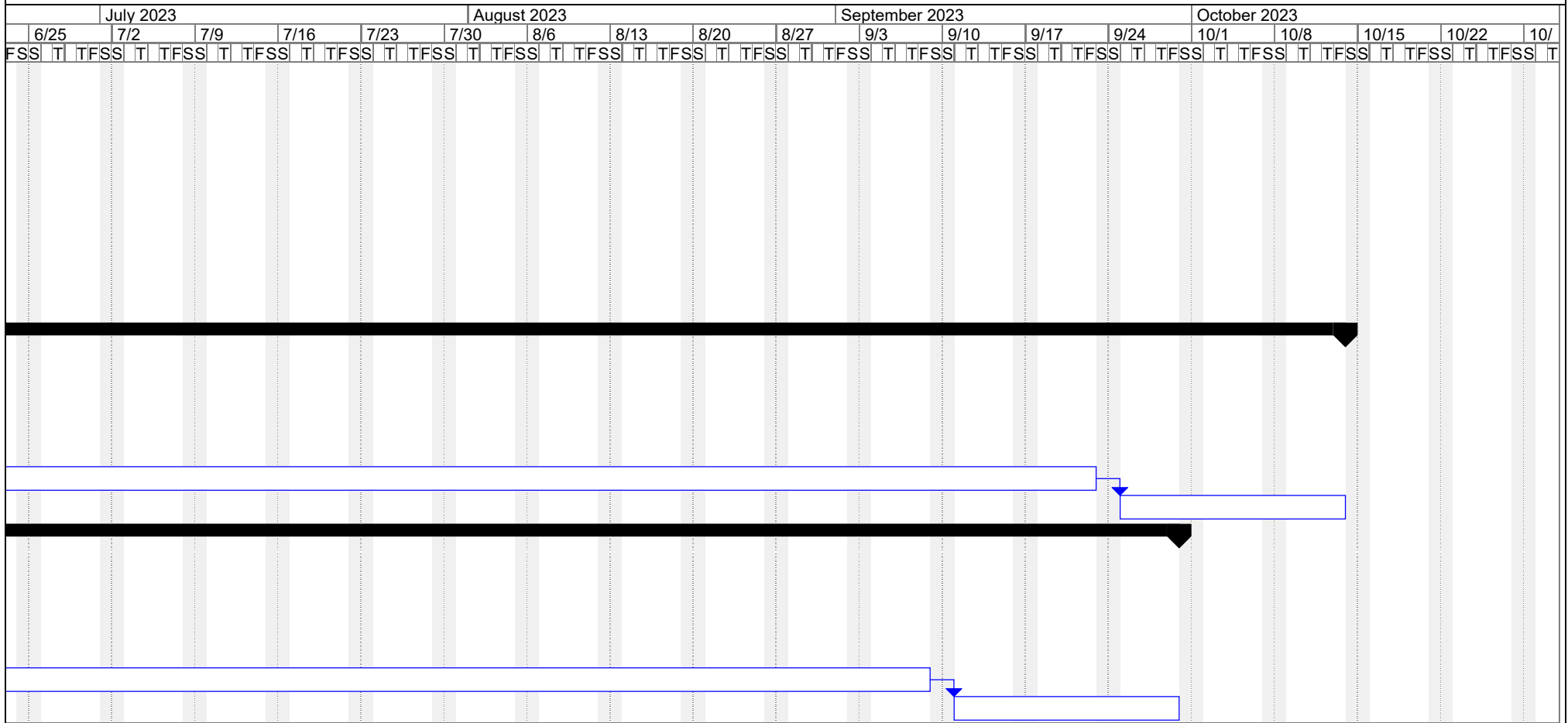
Milestone	
Summary	
Project Summary	

External Tasks 

External Milestone 

Deadline 

Guilford County Projects Schedule Draft



Project: Guilford County Facilities Rep Date: Fri 4/22/22	Task		Milestone		External Tasks	
	Split		Summary		External Milestone	
	Progress		Project Summary		Deadline	



WGI FEE SUMMARY

We propose to provide our scope of services identified in tasks 1 through 4 for the fixed fees outlined in Tables 1 through 3. Reimbursable expenses are included in the proposed fee which include but are not limited to tools, travel, mileage, etc.

Table 1 – BB&T Parking Deck (Project A): WGI A&E Fees		
Tasks	Fees (fixed)	
Task 1 – Design Development	\$7,000	
Task 2 – Construction Documents	\$35,000	
Task 3 – Bid Assistance	\$4,000	
Task 4 – Construction Administration – Office & Field	\$19,700	
Owner's Contingency	\$5,000 ¹	
Total For Project A	\$70,700	

Table 2 – Government Plaza & Parking Deck (Project B): WGI A&E Fees		
Tasks	Fees (fixed)	
Task 1 – Design Development	\$95,000	
Task 2 – Construction Documents	\$273,000	
Task 3 – Bid Assistance	\$13,000	
Task 4 – Construction Administration – Office & Field	\$165,000	
Owner's Contingency	\$15,000 ¹	
Total for Project B	\$561,000	

TOTAL FEE	\$631,700
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Table 4 MWBE Participation as a Percentage of the Total Fee		
BBFoster	20%	
Stewart	5%	

¹ Contingency to be used at the sole discretion of the owner to address unforeseen items. Unused monies will be returned to the owner as a deduct to the contract.



PROPOSAL ACCEPTANCE

We appreciate the opportunity to be of service. Contract Terms and Conditions will be per the Guilford County contract agreement that was agreed during the engineering assessment process.

If you have any questions or require any additional information, please feel free to give us a call.

Respectfully submitted,

WGI, Inc.

Juan D. Sanchez, PE
Project Manager

Andrew Kong
Senior Manager - Restoration



WGI, INC.
FEE SCHEDULE
EFFECTIVE DATE – 02/26/2022

Hourly Rate	
ENGINEERING SERVICES	
Executive Engineer	\$345.00
Chief Engineer	\$335.00
Principal Engineer	\$300.00
Senior Project Manager	\$300.00
Project Manager	\$235.00
Senior Engineer 2	\$275.00
Senior Engineer 1	\$245.00
Engineer 2	\$215.00
Engineer 1	\$195.00
Senior Engineer Intern	\$150.00
Engineer Intern	\$135.00
Chief Utility Coordinator	\$260.00
Senior Utility Coordinator	\$200.00
Utility Coordinator	\$160.00
Chief Designer	\$190.00
Senior Designer	\$160.00
Designer	\$130.00
Field Engineer	\$195.00
Field Inspector	\$145.00
SURVEYING SERVICES	
Chief Surveyor	\$300.00
Principal Surveyor	\$250.00
Senior Project Manager	\$210.00
Project Manager	\$185.00
Senior Professional Surveyor	\$170.00
Professional Surveyor	\$160.00
Certified Photogrammetrist	\$190.00
Senior Survey Technician	\$140.00
Survey Technician	\$120.00
SUE Technician	\$120.00
Field Technician	\$90.00
1 Person Field Survey Crew	\$120.00
2 Person Field Survey Crew	\$150.00
3 Person Field Survey Crew	\$190.00
4 Person Field Survey Crew	\$250.00
2 Person SUE Crew	\$160.00
3 Person SUE Crew	\$220.00
4 Person SUE Crew	\$260.00
5 Person SUE Crew	\$300.00
Laser Scan Crew	\$250.00
Hydrographic/Bathymetric Crew	\$325.00

Hourly Rate	
PLANNING SERVICES	
Executive Planner	\$325.00
Chief Planner	\$250.00
Principal Planner	\$210.00
Senior Project Manager	\$200.00
Project Manager	\$175.00
Senior Planner	\$150.00
Planner	\$115.00
LANDSCAPE ARCHITECTURE SERVICES	
Principal Landscape Architect	\$265.00
Senior Project Manager	\$210.00
Project Manager	\$175.00
Senior Landscape Architect	\$220.00
Landscape Architect	\$185.00
Senior Designer	\$150.00
Designer	\$115.00
Entry Level Designer	\$100.00
ENVIRONMENTAL SERVICES	
Executive Environmental Scientist	\$250.00
Principal Environmental Scientist	\$225.00
Senior Project Manager	\$200.00
Project Manager	\$170.00
Senior Environmental Scientist	\$200.00
Environmental Scientist	\$135.00
Environmental Technician	\$100.00
ARCHITECTURAL SERVICES	
Principal Architect	\$300.00
Senior Project Manager	\$260.00
Project Manager	\$215.00
Senior Architect	\$250.00
Project Architect	\$200.00
Architect	\$170.00
Senior Graduate Architect	\$150.00
Graduate Architect	\$130.00
OTHER PROFESSIONAL SERVICES	
Expert Witness	\$425.00
GIS Technician	\$115.00
Administrative Assistant	\$120.00
Intern	\$80.00
REIMBURSABLE EXPENSES	
Copies, Black & White (each)	\$0.30
Copies, Color (each)	\$1.00
Plots, Black & White (each)	\$2.00
Plots, Color (each)	\$15.00
Mylars (each)	\$70.00
Foam Core Presentation Boards (each)	\$7.50
All Third-Party Expenses	Cost Plus 15%

Expenses: In addition to labor, WGI, INC. bills for the following project related costs at a contractually agreed markup: printing; conference calling charges; document review, permit or recording fees paid on behalf of CLIENT; shipping; bid advertisement; specialty materials, software or equipment rental; sub-consultant fees; costs of project related employee travel including meals, lodging, airfare and miscellaneous travel costs such as tolls, parking, etc.; mileage for all company-owned vehicles (trucks) will be charged at \$0.85/mile; employee owned vehicles used for transportation related to the Project will be charged at the prevailing federal mileage rate allowed by the IRS at the time the travel occurs. WGI also bills for the cost of internal reproduction and the use of specialized equipment related to subsurface utility vacuum excavation, mobile scanning (LIDAR), and hydrographic surveying.